

**INVITATION TO BID
UNIFORM TRAFFIC TICKET AND COMPLAINT
Specifications and Standards**

PURPOSE:

The purpose of this solicitation is to establish a single exclusive, and responsible source from which the several, approximately 550, state, county and municipal law enforcement agencies of the State of Alabama and its political sub-divisions may procure supplies of State of Alabama, Unified Judicial System, Form UTTC-1 (Uniform Traffic Ticket and Complaint) during a twelve (12) month period beginning on the date the bid is awarded. Based upon the Administrative Office of Courts' satisfaction with the quality of the product, the performance of the vendor and the availability of funding, the AOC may extend the contract at the end of the initial bid. Such extensions may be allowed each year for one year periods, not exceeding a total of 4 extensions.

GENERAL:

The successful bidder will be responsible for the composition, typesetting, printing, construction, and accountable warehousing and shipping of no less than twenty-five thousand (25,000) booklets consisting of twenty-five (25) each of these four (4) part forms of carbon-interleaf construction as set forth herein. The Administrative Office of Courts will advise the successful vendor in writing regarding the printing of additional quantities needed during the initial contract year beyond the initial 25,000 booklets and on each subsequent extension year quantities. With each subsequent extension the remaining inventory will carry over in to the new contract period. Upon agreement to extend the contract the Administrative Office of Courts will advise the vendor in writing regarding the printing of additional quantities if the current inventory warrants a reprint at that time. No additional quantities shall be run by the vendor without prior written notification by AOC.

Composition, typesetting, printing and construction of these forms and booklets shall be coordinated and approved by the Administrative Office of Courts' Purchasing Division located at 300 Dexter Avenue in Montgomery, Alabama and whose telephone number is (334) 954.5029.

The Administrative Director of Courts will, in accordance with Rule 19, Alabama Rules of Judicial Administration, and §12-12-53, *Code of Alabama 1975*, direct all law enforcement agencies within the State of Alabama to procure required supplies of these forms from the successful bidder at the cost established as a result of this solicitation.

Law enforcement agencies will place separate and individual orders for these forms through the activity/agency responsible for providing them procurement service. These purchase orders may be issued throughout this 12 month period as needed. Upon satisfying the requirements of the purchase order, the vendor shall invoice the authority or agency issuing that order. That local entity shall be solely responsible for any payment required. Neither the State of Alabama nor the Unified Judicial System shall assume any liability for payment based upon the issuance of purchase orders by the procurement authorities for these local law enforcement agencies. Any questions concerning these payments should be addressed to the issuing agency as listed on the purchase order and not to either the Administrative Office of Courts or the State of Alabama's Division of Purchasing.

The successful bidder must effect delivery to the consignees, as listed on such purchase orders, no more than two (2) days of receipt thereof excluding weekends and both state and federal holidays. Thereupon the successful bidder must provide the Administrative Office of Courts a certification of shipment to provide for an accountability of shipment and delivery of forms, not to be construed as financial responsibility but exclusively for the accountability of forms received by an agency.

Utilizing the accountability documents in relation to the total number of forms/booklets specified above, it is the intent of the State of Alabama to issue a purchase order at the termination of the contract period and on behalf of the Administrative Office of Courts for the unsold/undistributed balance thereof but exclusive of any overrun of the amount stated herein.

DESCRIPTION:

These are wrap-around, bound, sequentially numbered books of twenty-five (25) each four (4) part/ply State of Alabama, Unified Judicial System "Uniform Traffic Tickets and Complaint" Forms UTTC-1 printed on both sides with manila receipt, and insert, an extension of the cover.

Materials, printing, and construction are to be as set forth below:

MATERIALS:

Forms: Paper: Part/Ply No. 1 - Fifteen (15) lb. bond

Part/Ply No. 2 - Twelve (12) lb. bond

Part/Ply No. 3 - Twelve (12) lb. bond

Part/Ply No. 4 - Fifteen (15) lb. bond

Size: Part/Ply No. 1 - Detached, without stub, 5-1/2" x 8-1/4"

Part/Ply No. 2 - Detached, without stub, 5-1/2" x 8-1/4"

Part/Ply No. 3 - Detached, without stub, 5-1/2" x 8-1/4"

Part/Ply No. 4 - 5-1/2" x 8-3/8" to extend 1/8" below parts/plies one (1), two (2) and three (3) and their stub.

Carbon: Must be a premium grade black, non-bleed, carbon with a temperature tolerance to withstand a temperature of 140 degrees Fahrenheit for no less than twenty-four (24) hours.

Inks: Black - For both front/face and back/reverse side text printing of form and receipt insert.

Red - For sequential numbering of both forms, books and receipt insert.

Cover & Flyleaf:

Stock: 150# Manila Tag

Size: Cover: 5-1/2" x 19-7/8"

Flyleaf: 5-1/2" x 12-7/8"

Insert:

Stock: 150# Manila Tag

Size: 5-1/2" x 12-7/8" with one perforation at 9-3/8"

Note: Samples of all materials used in the construction of the traffic ticket book (UTTC-1) including the clipboard backer must be included with bid. The required materials are listed above on page 2, continuing on page 3. Samples being submitted must be adequately marked for easy identification. **Bids received without all required samples of all papers, cover stock and clipboard backing will be rejected.**

PRINTING:

Composition may change from that of any previously produced copy of this form. All parts/plies to be printed front and back with different composition on all parts, both front and back.

Marginal Text:

- Part/Ply No. 1 - At the bottom, the title of the form "**Complaint and Affidavit**" with *color stripe* to designate distribution of parts to be "Buff" to appear just below the title.
- Part/Ply No. 2 - At the bottom, the title of the form "**Abstract of Court Record/DPS Data Input**" with *color stripe* to designate distribution of parts to be "Blue" to appear just below the title.
- Part/Ply No. 3 - At the bottom, the title of the form "**Police Record**", with *color stripe* to designate distribution of parts to be "Pink" to appear just below the title.
- Part/Ply No. 4 - At the bottom, the title of the form "**Defendant's Copy**" with *color stripe* to designate distribution of parts to be "Goldenrod" to appear just below the title. This "goldenrod" stripe must be **clearly distinguishable** from the "buff" stripe.

Numbering:

Forms:

Forms to be consecutively numbered, in sets of four (4), at the upper right-hand portion of the front/face side margin on all parts/plies and also on the back/reverse sides of parts/plies one (1) and two (2) in the upper right hand portion of the form.

Wrap-around Book Cover:

To be consecutively numbered from book to book. Number to be on the front of the book cover in one (1) position in the upper right portion of the front.

Book Cover Insert:

The book number to be in one (1) position on the printed portion. Beginning and ending ticket numbers to be in two (2) positions and must skip "25" (twenty-five ticket form sets in a book.)

Note: Beginning form number must be approved, in writing, by the Administrative Office of Courts. **There must not be any duplicate books or ticket numbers.**

CONSTRUCTION:

Forms to be book bound numerically sequential sets of twenty-five (25), with the one piece, wrap-around manila tag stock cover specified above and a clipboard backer with the insert folded at the perforation and inserted in the front of each book.

Form:

Forms to be assembled as four (4) part/ply sets. The first three (3) parts/plies to be glued, with carbon interleaf, into an additional 5/8" bottom stub. The carbon interleaves to be between parts/plies one (1) and two (2) and between parts/plies two (2) and three (3) and between parts/plies three and four (4). Part/ply four (4) **must** be detachable with parts/plies one (1), two (2) and three (3) remaining intact in the book. Form sets must be secure so as not become loose or separate when part four is detached from the set.

Wrap-around Book Cover & Flyleaf:

Binding:

Binding to be type "A", modified two-piece full wrap-around cover scored in five (5) positions.

Wire stitching, completely concealed with flyleaf scored in one (1) position and perforated in one (1) position.

Insert:

Format to be folded at the perforation and inserted in the front of each book.

PRODUCTION:

Forms and book **must** be printed, assembled and ready for **initial** orders to be filled and shipped so as to arrive at the purchasing agency beginning 30 days from the date the bid is awarded. (Many agencies historically order at the beginning of the contract term.)

The successful bidder must have a representative available to coordinate with the Administrative Office of Courts in a pre-production conference on composition, printing, construction, warehousing, shipping, and accountability. This is necessary so as to insure a thorough understanding of the requirements and special conditions of any contract awarded as a result of this solicitation.

Upon request by AOC, bidders may be required to provide carbonization test results of specific materials used in the construction of the UTTC-1. These test results must be adequately labeled to ensure easy identification. **Bidders that do not submit these test results upon request will be rejected.**

The successful bidder, must forward to the Administrative Office of Courts, Attention: Purchasing Division, every one-thousandth book for inspection **prior** to shipment.

Proofs:

Proofs are **required** to be approved prior to final printing and binding. Written notification of approval for printing will be provided to the vendor by the Administrative Office of Courts.

Three (3) sets of proofs in final form, ready for printing and developed in black ink on a white background must be furnished to the Administrative Office of Courts, following the approval for printing **before** actual printing for use in administrative and legal publications.

Further, due to security and audit requirements, the successful bidder may not utilize third party vendors to meet the requirements of this bid. No brokers, broker network, or 3rd party involvement (strategic partnerships or alliances) will be allowed. The successful bidder cannot subcontract any tasks outlined in this bid and must have the capabilities to do all work on-site.

Disaster Preparedness. This response must include a description of the bidder's disaster recovery and contingency operating plan that addresses constitution of services for the Administrative Office of Courts in the event of a disaster (natural or otherwise). The plan should address manufacturing, warehousing and information regarding recovery plans that are in place. Please include the following information for the primary and back-up manufacturing and warehouse facilities (NOTE: Both the primary and back-up locations must be company -owned facilities - no outsourcing or subcontracting):

- Primary Manufacturing Location _____
 - ◆ Plant Manager _____
 - ◆ Phone Number _____
- Back-up Manufacturing Location _____
 - ◆ Plant Manager _____
 - ◆ Phone Number _____

WAREHOUSING & ACCOUNTABILITY:

The successful bidder must provide fully secured and accountable warehousing/storage of the completed forms/books in an environment precluding damage due to temperature, humidity, insects, rodents, mishandling, pilferage, etc.

The successful bidder will be responsible for all forms and books produced as a result of solicitation until such time as they are received by the purchasing agency. Forms or books damaged or destroyed prior to receipt by the consignee must be replaced by the vendor at no additional cost to the agency upon receipt of notification of such damage or destruction within no more than thirty (30) days of receipt by that agency.

Subsequent to delivery of the initial orders the successful bidder will be responsible for maintaining adequate inventory of forms and books to satisfy subsequent orders submitted by municipal, county and state law enforcement agencies through the twelve (12) month period. Shipment of these orders **must** be accomplished so as to ensure receipt by the consignee within two (2) working days following the receipt of a purchase order.

The successful bidder will maintain a one-month emergency supply of tickets in a back-up warehouse in case the primary warehouse goes down. This stock can be rotated into use every 6 months. All warehouse facilities used in the performance of this bid must be located within a 300 mile radius of Montgomery.

- Primary Manufacturing Location _____
 - ◆ Plant Manager _____
 - ◆ Phone Number _____
- Back-up Manufacturing Location _____
 - ◆ Plant Manager _____
 - ◆ Phone Number _____

PACKING:

Books must be packed in cartons of sturdy construction labeled to identify the contents, the forms numbers, quantity, beginning and ending book numbers, missing book numbers, consignee, purchase order number, and identity of the vendor. Special care must be taken to ensure labeling properly identifies the carton and its contents for accountability purposes.

SHIPPING:

No minimum quantity of ticket books for an individual purchase order (shipment) is authorized. Books **must** be shipped in a numerical sequence. Each separate shipment to each law enforcement agency must include a Certificate of Shipment otherwise known as the Packing and/or Invoice Sheet which **must** include the following:

- Date shipped
- Purchase Order and/or Invoice Number
- Ticket Series
- Total quantity of books shipped
- First and Last Book Numbers shipped
- First and Last Ticket Numbers shipped
- Missing Ticket and Book Numbers. Missing numbers **must** be listed for audit purposes.
- Notice to each agency of the agency's responsibility for accounting for each traffic ticket book, all inclusive tickets received and the penalty for unauthorized disposition of tickets as provided by law, must be pre-printed on the Certification of Shipment.

Explanation regarding the purpose of this information will be furnished to the vendor by
the
Administrative Office of Courts during the pre-production conference.

Note to Bidders: Bid is F.O.B. destination. Any freight charges **must** be included in the bid prices. Freight **must not** be shown separately on the ITB or invoices.

ADMINISTRATIVE REQUIREMENTS:

Reports prescribed by the Administrative Office of Courts, must be prepared by the successful bidder and submitted to the AOC on a monthly basis (via email is acceptable). Reports shall contain a listing of agencies submitting purchase orders which were filled within the previous month. The reports shall itemize beginning and ending book numbers and the total number of books shipped to each agency. The number of books available for shipping (balance of inventory on hand in the warehouse) must also be provided in the report. Skips in book numbers should be duly recorded. **(a sample of the report required by AOC will accompany specs)**

PERFORMANCE BOND:

Upon being notified of the award of a contract based upon this solicitation, the successful bidder shall provide the State of Alabama, within ten (10) working days, a performance bond in the amount of \$50,000.00 as assurance that composition, typesetting, printing, construction, environmental warehousing, shipment (to include expedited delivery where appropriate), reporting and accountability is to be accomplished in accordance with the specifications and standards set forth herein.

INSTRUCTIONS TO BIDDERS

Bids submitted must be quoted on a **"per book"** basis to include, but not be limited to, composition, typesetting, printing, assembly, packing, accountable environmental warehousing, and shipping and handling, as well as any other costs relative there-to.

Bidders may request a traffic ticket book to review prior to placing their bid with the Department of Finance, by contacting Joy Evans of the Administrative Office of Courts, phone number 334.954.5061. Upon this request a ticket book will be assigned to the requesting bidder. The ticket book must be returned to AOC with 7 days after the awarding of the bid.

Additional information concerning these specifications and standards contact Eric Locke, Staff Attorney for the Administrative Office of Courts, 300 Dexter Avenue, Montgomery, Alabama 36104-3741, Telephone (334) 954.5046.

August 2010

Uniform Traffic Ticket Inventory Report

Owens Cross Roads PD	200	200	0	10/3/2007
Bessemer County Sheriff	110	110	0	10/6/2007
Montgomery PD	1000	800	200	10/6/2007
Total Number of Books Shipped for September		1,310		
Beginning Number of UTTC Books		45,000		
Less Number of Books Shipped		1,310		
Inventory Adjustment		0		
Ending Number of UTTC Books		43,690		

Sample Form

Font - Veranda

Font Size - 10

Rows to Print at the top are A1..E4

Note: Please do not use the custom header/custom footer option for this report

SAMPLE REPORT